

TECHNICAL ASSISTANCE PROCEDURE

1. Purpose

This procedure clarifies the process for seeking technical assistance or request for technical documentation or asset documentation from the section of Estates & Infrastructure.

2. Scope

This procedure is applicable to all requests for technical assistance or requests for technical documentation or asset documentation form the section of Estates & Infrastructure.

3. Procedure

| NO | Type of Request | Procedure | Output |
|----|--|--|--|
| 1 | Require Technical Assistance/Advise | <ol style="list-style-type: none"> 1. Job Card Request Design & Engineering- (Technical Assistance/Advice Request). 2. Email Manager Design & Engineering Services (Technical Assistance/Advice Request) | <ol style="list-style-type: none"> 1. Manager Design Engineering will provide written advice. 2. Manager Design & Engineering will Procure Consultancy to advise 3. Manager Design & Engineering will provide referral contacts for recommended list of consultants |
| 2 | Request for Designs, Tech Scope & Budget for new Capital Works | <ol style="list-style-type: none"> 1. Complete Space Form Request – Capital Works Procedure | <ol style="list-style-type: none"> 1. Assets Team will process and provide to D & Eng. Team to provide Design, Tech Scope & Budget |
| 3 | Technical Property Documentation/Asset Information | <ol style="list-style-type: none"> 2. Refer Asset Database Email Assets Team if information is not available on Asset Database | Note: If information is not on asset database, the assets team will raise a job card with Design& Eng. Team to provide the information. It will be uploaded for further reference. |